

Department Series Report

94: Independent Agencies - Other

| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------|-----------------------------------------|----------------------|-------------|------------------|
| 293#:Baxter State Park Authority | | | | | | |
| Schedule #: 688 1#:Original Baxter State Park S.O.P.'s | | | | | | |
| Originals of Park Plan brochures, S.O.P.'s, Maps, Handout Materials | Paper | 5/24/1988 | Years 5 | No Retention 0 | Destroy | Current |
| <hr/> | | | | | | |
| Schedule #: 688 10#:Court Records for Baxter State Park | | | | | | |
| Summons, Warrants, Paperwork for Court-Duty Officer, Active Warrents - 1987, etc. | Paper | 5/24/1988 | Years 3 | No Retention 0 | Destroy | Current |
| <hr/> | | | | | | |
| Schedule #: 688 11#:Baxter State Park Reservations | | | | | | |
| Requests for reservations - confirmed and denied. | Paper | 5/24/1988 | Years 2 | No Retention 0 | Destroy | Current |
| <hr/> | | | | | | |
| Schedule #: 688 2#:Baxter State Park Ongoing Projects | | | | | | |
| S.F.M.A., Togue Pond Restabilization, Kidney Pond Conversion, Perimeter Road, Boundary Work, Caribou Project. Retain in Agency until project completed. | Paper | 5/24/1988 | Contingent Upon Event - See Description | 0 | Years 30 | Archives Current |
| <hr/> | | | | | | |
| Schedule #: 688 3#:Baxter State Park Legal Controversies | | | | | | |
| Snowmobile issue, Blowdown/Clean-up, Motorcycle issue, Contributions,Camp Phoenix/Daisey Boundry. Keep in Agency until resolution to controversy. | Paper | 5/24/1988 | Contingent Upon Event - See Description | 0 | Years 30 | Archives Current |
| <hr/> | | | | | | |
| Schedule #: 688 4#:Baxter State Park Maintenance Files | | | | | | |
| Property descriptions, Catalogs, Specifications, Maps, Diagrams, Blueprints, Related Correspondence. | Paper | 5/24/1988 | Years 20 | Years 20 | Destroy | Current |
| <hr/> | | | | | | |
| Schedule #: 688 5#:Volunteer Program for Baxter State Park | | | | | | |

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| Volunteer applications and updates, Recognitions/Patches, Reports prepared by volunteers, Statistics/Reports on Activities. | Paper | 5/24/1988 | Years 10 | Years 10 | Destroy | Current |
| Schedule #: 688 6#:Baxter State Park - Incident Reports | | | | | | |
| Reports of Vehicle or personal accidents, search and rescue, fires, etc. | Paper | 5/24/1988 | Years 30 | No Retention | Destroy | Current |
| Schedule #: 688 7#:Baxter State Park Correspondence | | | | | | |
| Letters to and from Park Director and Baxter Park Authority. This series is general correspondence such as park inquiries, committee appoints, memoranda and interoffice communiques. | Paper | 5/24/1988 | Years 2 | Years 2 | Destroy | Current |
| Schedule #: 688 8#:Baxter State Park - Baxter Documents | | | | | | |
| Baxter Letters, Deeds, Boundary Descriptions, Agreements. | Paper | 5/24/1988 | Years 0 | Years 40 | Archives | Current |
| Schedule #: 688 9#:Visitor Statistics Summary (BSP) | | | | | | |
| Gatehouse Statistics, Campground Statistics, Trail Use Summaries, Self-Registration Sheets, Hiking Sheets | Paper | 5/24/1988 | Years 10 | Years 50 | Archives | Current |
| Schedule #: 699 12#:Park Naturalist Files - BSP | | | | | | |
| Correspondence (routine concerning matters such as staff meetings). Newsletter materials. | Paper | 8/29/1988 | Years 5 | No Retention | Destroy | Current |
| Schedule #: 699 13#:Interpretive Visual Aids - BSP | | | | | | |
| Slide Catalogs, Collected Samples, Posters, Prints. | Paper | 8/29/1988 | Years 10 | No Retention | Destroy | Current |
| Schedule #: 699 14#:Interpretive History Materials - BSP | | | | | | |

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| Research Papers; Samples of Handout Material; Visitor use data; Lists of Flora/Fauna; Scrapbook Materials; Copies of News Articles. | Paper | 8/29/1988 | Years 20 | No Retention 0 | Destroy | Current |
| Schedule #: 812 15#:Cancelled Check Files (Baxter State Park) | | | | | | |
| Cancelled checks and copies of checks written by Baxter State Park. | Paper | 12/8/1989 | Years 2 | Years 5 | Destroy | Current |
| Schedule #: 1291 16#:Baxter State Park Authority Minutes of Council | | | | | | |
| Baxter State ParkAuthority Minutes | Paper | 11/27/1998 | Years 2 | Years 0 | Archives | Current |
| 457#:Finance Authority of Maine | | | | | | |
| Schedule #: 262 1#:Program Loans for Mortgages | | | | | | |
| Mortgage insurance agreement, commitment letter, corporation authorization of local development corporation, corporation authorization of tenant corperation, discharge of existing motgages and liens (where applicable), deeds, promissory note, mortgage, lease, assignment of lease and rentals, survey or plot plan, title insurance policy, uniform commercial code, replacement cost hazard insurance, subordination agreement (where applicable), Department of Enviromental Protection certificate, Internal Revenue Service exemption application, real estate tax payments and escrows, mortgage insurance agreement, mortgage insurance application, counsel opinion, certificate of votes, and any other pertinent documents relating to the transaction. Retain in agency until case closes. | Paper | 12/5/1978 | Contingent Upon Event - See Description | 0 No Retention 0 | Archives | Current |
| Schedule #: 262 2#:Local Development and Tenant Corporations Agreements | | | | | | |
| Application from local development corporation, application from tenant corporation together with supporting documentation (i.e. appraisals, financial statements, development plan etc.), minutes of the meeting, correspondence relating to project, annual financial statements, related miscellaneous materials. Retain in agency until closed. | Paper | 12/5/1978 | Contingent Upon Event - See Description | 0 No Retention 0 | Archives | Current |
| Schedule #: 262 3#:Municipal Security Approval Board (Bonds issued through Towns) | | | | | | |

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| Minutes of meeting, correspondence relating to the project, financial reports relating to the tenant corporation, the resolve authorizing application to the Authority, the Municipal Application, statement of proposed tenant, certification by the Department of Environmental Protection, commitment from the financial institution, document approval certificate, certificate of approval, copy of lease between tenant and municipality, copy of indenture of mortgage and deed of trust between municipality and the bond purchaser, opinion of counsel, and miscellaneous documents. Retain in agency until closed. | Paper | 12/5/1978 | Contingent Upon Event - See Description | 0 | No Retention | 0 Archives Current |
| Schedule #: 262 4#:Community Industrial Building Fund | | | | | | |
| Minutes of meeting, applications, certificates of insurance and performance bond, resume of project, correspondence, proposal, contract documents. Retain in agency until closed. | Paper | 12/5/1978 | Contingent Upon Event - See Description | 0 | No Retention | 0 Archives Current |
| Schedule #: 262 5#:Directors file (Finance Authority of Maine) | | | | | | |
| Department correspondence, legislative matters, members personnel records, employee personnel records, miscellaneous correspondence. | Paper | 12/5/1978 | Years | 1 | No Retention | 0 Archives Current |
| Schedule #: 262 6#:Minutes of Meetings (Finance Authority of Maine) | | | | | | |
| Tapes on five inch reels, 90 minutes long containing the minutes of the meetings of the Maine Guarantee Authority and predecessors, Maine Municipal Securities Board, Maine Recreation Authority, and Maine Industrial Building Authority. | Paper | 12/5/1978 | Years | 1 | No Retention | 0 Archives Current |
| Schedule #: 1117 7#:Educational Program Files | | | | | | |
| Students who owe money to FAME for their educational loans. Files include: ledger sheet, original application, option letter, and related correspondence. Keep in agency until paid in full. | Paper | 8/11/1994 | Contingent Upon Event - See Description | 0 | Years | 5 Destroy Current |
| Schedule #: 1117 8#:Educational Grants | | | | | | |
| Maine State Grants to institutions for a number of students at the same time (block grant). Files include: copies of checks, rosters, and related correspondence. | Paper | 8/11/1994 | Years | 1 | Years | 5 Destroy Current |

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| 270#:Gov. Ethics & Election Practices Comm. | | | | | | |
| Schedule #: 765 34#:Financial Disclosure Reports for the Executive Branch Employees, Current and Former Maine Legislators, Maine Legislative Candidates and their Immediate Family Members | | | | | | |
| Statement of sources of income received by executive branch employees, current and former Maine legislators, Maine legislative candidates and immediate family members. | Paper | 3/6/2017 | Years 3 | No Retention | 0 Destroy | Current |
| This information is retained on our website for 8 years. | Digital File | 3/6/2017 | Years 8 | No Retention | 0 Destroy | Current |
| Schedule #: 772 39#:Maine Gubernatorial Campaign Files | | | | | | |
| Campaign files contain registration, campaign finance and other documents related to a Maine gubernatorial campaign. | Paper | 2/3/2017 | Years 5 | Years | 20 Destroy | Current |
| Schedule #: 772 40#:Maine Legislative Campaign Files | | | | | | |
| Campaign files contain registration, campaign finance and other documents related to a Maine Legislative campaign. | Paper | 2/3/2017 | Years 3 | Years | 5 Destroy | Current |
| Schedule #: 772 41#:Maine County Campaign Files | | | | | | |
| Campaign files contain registration, campaign finance and other documents related to a Maine county campaign. | Paper | 2/3/2017 | Years 3 | Years | 5 Destroy | Current |
| Schedule #: 772 42#:Maine Political Party Committees | | | | | | |
| Maine Political Party Committee files contain registration documents, campaign finance reports and other related documents, such as penalty letter, waiver requests, etc. | Paper | 2/3/2017 | Variable - See Description | 0 | Years 5 Destroy | Current |
| Records are not transferred until after a committee has terminated their organization; files may be retained by agency for many years prior to being transferred with a minimum 3 year retention period. | | | | | | |

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| Schedule #: 772 49#:Maine Clean Election Accounting Folders The accounting folders are created by agency staff for Maine Clean Election Act candidates every election cycle to ensure all appropriate documentation has been received and is accurate to facilitate payment of public funds to approved candidates. The files contain copies of candidate campaign banking and payment information (all original documents are forwarded to Department of Administration and Financial Services) and staff notes. | Paper | 9/4/2015 | Years 3 | No Retention 0 | Destroy | Current |
| Schedule #: 772 52:Independent Expenditure and Membership Communications Reports Reports of independent expenditures to influence a candidate election are required to be filed with the Commission. Membership Communication Reports are required to be filed by membership organizations advocating for or against candidates. | Paper | 2/3/2017 | Years 5 | Years 5 | Destroy | Current |
| Schedule #: 772 53:State PACs and BQCs Political Action Committee (PAC) and Ballot Question Committee (BQC) files containing registration documents, campaign finance reports and other related documents, such as penalty letters, waiver requests, penalty payments, etc. Agency maintains file from time organization registers with it and for 3 years after the organization files its termination. With creation of agency E-filing system, most of the documentation in these files is created and maintained electronically. Correspondence is scanned and maintained electronically. Paper records will be retained by the agency for 3 years after the organization files its termination. | Paper | 3/6/2017 | Variable - See Description 0 | No Retention 0 | Destroy | Current |
| The digital record will be retained by the agency for 8 years after the organization files its termination. | Digital File | 3/6/2017 | Variable - See Description 0 | No Retention 0 | Destroy | Current |
| Schedule #: 1055 43#:Lobbyist Reports A descriptive form outlining the Lobbyist, the client, fees charged and L.D. worked. These files have been transferred to the Ethics Commission under schedule number 1055. | Hard Disk | 9/1/1995 | Years 4 | 0 | Destroy | Current |

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| Schedule #: 1055 44#:Lobbyist Correspondence Inquiries to the lobbyist in reference to official business. Retain in agency 6 months. Transferred from schedule 808. | Paper | 7/30/1993 | Retention of Less than 1 Year - See Description | 0 No Retention | 0 Destroy | Current |
| Schedule #: 1055 45#:Lobbyist Registration Lists Reports include: lobbyist names; area of interest; employer; lobbyist basis of compensation. Reports are updated constantly as lobbyists change and new causes are espoused and lobbyists hired. Transferred from schedule 808. | Computer Printout | 7/30/1993 | Destroy When Updated | 0 No Retention | 0 Destroy | Current |
| Reports include: lobbyist names; area of interest; employer; lobbyist basis of compensation. Reports are updated constantly as lobbyists change and new causes are espoused and lobbyists hired. Transferred from schedule 808. | Digital File | 7/30/1993 | Destroy When Updated | 0 No Retention | 0 Destroy | Current |
| Schedule #: 1190 46#:Minutes (Commission on Governmental Ethics) Minutes, agenda and supporting documents of the meetings of the Commission on Governmental Ethics. | Paper | 8/13/2003 | Years | 5 Years | 40 Archives | Current |
| Schedule #: 1587 48#:Director's Correspondence Director's correspondence for agency in which the director has policy-making authority equivalent to that of a department commissioner. Series established to facilitate transfer of records to Archives, per General Schedule 13, Item 1. | Paper | 8/13/2003 | Years | 2 Years | 40 Archives | Current |
| Schedule #: 1672 50#:LEGISLATIVE ETHICS COMPLAINTS | | | | | | |

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| <p>The Ethics Commission is asked to consider certain legislative ethics issues which come up repeatedly (for example: what is a conflict of interest? what is undue influence on an administrative agency? was a Legislator reimbursed for travel or meals with the intention of influencing him or her?). When deciding these issues, it can be helpful to research past decisions and investigations to learn how the Commission handled a similar issue in a previous decision.</p> <p>What program or programs do they support?</p> <p>People who are concerned that a Legislator may have violated an ethics law (e.g., acted in a conflict of interest or accepted an illegal gift) may file complaints with the Ethics Commission. The Commission then requests a response from the Legislator and may gather some preliminary facts. The complaint, response, and preliminary fact-gathering are kept confidential. If the Commission determines that there is evidence that a violation occurred and decides to hold a hearing, the matter becomes public. After the hearing, the Commission issues findings of fact and an opinion which are public documents.</p> <p>How are the records used, and by whom?</p> <p>After an ethics complaint is closed, the Commission may wish to refer to the records of the case to decide on a similar issue in the future. Also, the records may be used to make a statutory proposal to change the ethics laws or the legal procedures used to consider complaints. The Commission might wish to use certain types of investigatory records (requests for documents, subpoenas) as models in future investigations.</p> <p>Because some of these cases must be kept confidential permanently under 1 M.R.S.A. §1013(2)(J) and (3), the Commission does not believe the records should be archived. Since some Legislators remain in public life for decades, records of a legislative ethics decision could be relevant many years later. We therefore propose that records of legislative ethics complaints be retained in the records center for 30 years and then be destroyed. We recognize this is a longer retention period than usual.</p> <p>What might be found in a typical file?</p> <p>The complaint, the response by the Legislator, documents requested from third-parties such as administrative agencies or the Legislature, comments submitted by concerned organizations, notes or memos of interviews, subpoenas, correspondence from the complainant or the responding Legislator, etc. Although it varies considerably, about 20% of the documents in the file are created by the Commission. The others come from outside sources and the Commission possesses them only in paper form.</p> | Paper | 10/10/2007 | Years 2 | Years 30 | Destroy | Current |

Schedule #: 1672 51#:CASE FILES

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| <p>? The Ethics Commission is the campaign finance and lobbyist disclosure agency for the State of Maine. It administers the Maine Clean Election Act, under which candidates for the Legislature or the Governor can qualify for public funds for their political campaigns. Certain types of issues come up repeatedly (examples are listed in response to the next question). When complex matters are brought before the Commission or its staff, it is very helpful to review how the Commission has decided similar issues in past instances. Sometimes, candidates, political groups, or their attorneys will request information about past decisions to use them as informal precedent. Also, occasionally when the Commission has completed its consideration of a matter, it may require civil litigation or criminal investigation and the Commission must keep a record of the Commission consideration of the issue.</p> <p>What program or programs do they support?</p> <p>When the Commission decides on a complex or non-routine issue, the Commission's Executive Director often decides to retain the records relating to the decision so that the Commission staff can refer to them at a later date. Some of these situations could involve enforcement of laws or regulations (e.g., sometimes candidates, political action committees, or political parties do not properly disclose financial activity on time, mispend public funds, or accept an illegal contribution). Sometimes, the Commission receives a new question about how to administer the Maine Clean Election Act (e.g., does a candidate qualify to receive additional public funding based on money spent by the opposite political party to promote the candidate's opponent?). It is not uncommon for a candidate or a political organization to seek advice about a proposed course of action, and the advice involves a difficult or novel interpretation of a statute. The Commission keeps these records to refer to in later decisions or if follow up becomes necessary.</p> <p>How are the records used, and by whom?</p> <p>After the case is closed, the Commission staff may wish to refer to documents from the files to assist the staff in understanding or making a recommendation on a similar issue. Also, candidates, political groups, or their attorneys may request these records so that they can refer to them in their questions or arguments.</p> <p>What might be found in a typical file?</p> <p>Complaints filed with the Commission, documents relating to the Commission's audit of a publicly funded candidate, responses by the candidate or political organization to requests for information by the Commission, documents requested from third-parties such as financial institutions or vendors of campaign services, comments submitted by concerned organizations, subpoenas, correspondence. Although it varies considerably, about 33% of the documents in the file are created by the Commission. The others come from outside sources and the Commission possesses them only in paper form.</p> | Paper | 10/10/2007 | Years 2 | Years 20 | Destroy | Current |

89#:Historic Preservation

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| Schedule #: 484 1#:National Register Files | | | | | | |
| National Register nominations, correspondence relating to National Register nominations, also including maps and inventories. | Paper | 6/5/1986 | Years 30 | No Retention 0 | Archives | Current |
| Schedule #: 622 2:Prehistoric Archaeological Survey Forms - Originals | | | | | | |
| 8 1/2 x 11 forms, printed one or two sides. Grouped in batches by reference to USGS topographic maps, looseleaf, in file folders. These forms contain summary information on archaeological site content, location, significance, and ownership. Retain in agency until reference use by staff completed. | Paper | 5/19/1987 | Retain Until Inactive | 0 No Retention 0 | Archives | Current |
| Schedule #: 622 3:Prehistoric Archaeological Survey Reports - Originals | | | | | | |
| Looseleaf bound (3-hole punch or accopress binding) 8 1/2 x 11 sheets typewritten reports, some original photos and maps. These reports contain detailed information on archaeological site content derived from fieldwork. In sum total of information they equal or outweigh all published information on Maine archaeology. Retain in agency until reference use by staff completed. | Paper | 5/19/1987 | Retain Until Inactive | 0 No Retention 0 | Archives | Current |
| Schedule #: 622 4:Review and Compliance Correspondence | | | | | | |
| Correspondence with associated materials, such as photographs, blueprint plans, other types of maps. Also includes log sheets, and forms used by other State agencies such as LURC and DOT when these forms are part of application to MHPC for clearance of project that might impact on historic site. | Paper | 6/30/1994 | Years 3 | Years 7 | Archives | Current |
| Schedule #: 622 6:Architectural Surveys Forms | | | | | | |
| Exist in a variety of formats, including 8 1/2 x 11 sheets in looselead binders and otherwise, and 5 x 7 printed cards, as well as others. These reports contain architectural descriptions, photographs, and historical information that form the basis for National Register nominations for standing buildings. Retain in agency until reference use by staff completed. | Roll Microfilm | 5/19/1987 | Retain Until Inactive | 0 No Retention 0 | Archives | Current |
| Schedule #: 622 8#:Historic Archaeology | | | | | | |

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| 5" x 8" cards, one or two sides. These forms contain summary information on archaeological site content, location, significance, and ownership. Retain in agency until reference use by staff completed. | Paper | 7/7/1997 | Years | 5 | No Retention | 0 Archives Current |
| 5" x 8" cards, one or two sides. These forms contain summary information on archaeological site content, location, significance, and ownership. | Roll Microfilm | 5/19/1987 | Years | 5 | No Retention | 0 Destroy Current |
| Schedule #: 832 9:Slides of Maine's Historic Buildings | | | | | | |
| Series consists of 35 mm color slides in a combination of cardboard and plastic mounts of Maine's historic buildings. Slides to be kept in agency until referencing concluded. | Still Photograph | 5/11/1990 | Retain Until Inactive | 0 | No Retention | 0 See Description Current |
| Schedule #: 915 10:Historical Photographs (Maine Historic Preservation Commission) | | | | | | |
| Historic photographs of Maine cities and towns. Keep in agency until referencing completed then transfer to Museum. | Paper | 1/3/1991 | Contingent Upon Event - See Description | 0 | No Retention | 0 See Description Current |
| Schedule #: 1507 7#:Archaeological Site Fieldnotes Sites - Microfilm | | | | | | |
| Handwritten 3-hole punched notebook pages which contain the primary archaeological excavation data collected while doing major excavation. By statute, paper must go to State Museum after MHPC has finished active use. Keep in agency until referencing ceases. | Paper | 6/30/1994 | Retain Until Inactive | 0 | No Retention | 0 See Description Current |
| Handwritten 3-hole punched notebook pages which contain the primary archaeological excavation data collected while doing major excavation. Retain in agency until reference use by staff completed. Original to be stored in Archives. | Roll Microfilm | 6/30/1994 | Years | 0 | No Retention | 0 Archives Current |
| Schedule #: 2112 13:Historic Preservation Revolving Loan Fund | | | | | | |

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| These records pertain to the review and approval of applications from qualified organizations to protect endangered historic properties using funds from the revolving loan fund. The materials include environmental assessments, as well as real estate appraisal, purchase and sale documentation. They are referenced by staff as needed. | Mixed | 8/8/2018 | Years | 7 | | Years | 20 | Destroy | Current |
| (Mixed media includes paper digital and still photos.) | | | | | | | | | |
| | | | | | | | | | |
| Schedule #: | 2113 | 14:Municipal Comprehensive Growth Management Data | | | | | | | |
| The agency is required to provide data pertaining to historic and archaeological resources to towns engaged in the development of comprehensive growth management plans. These plans are generally updated every 5 to 10 years. Information provided in digital format is comprised of data forms with lists of known resources in the municipality, maps and other planning guidance. | Digital File | 8/8/2018 | Destroy When Updated | 0 | | No Retention | 0 | Destroy | Current |
| The records are used by staff to determine if information has been previously provided to a given town. If so, the previously provided information is updated in a new data packet. Otherwise, a new data set is created. | | | | | | | | | |
| Old data sets will be destroyed after they have been updated. | | | | | | | | | |
| | | | | | | | | | |
| Schedule #: | 2114 | 15:Historic Preservation Fund Administration Program | | | | | | | |
| The agency retains these records until audit requirements are satisfied, and as a record of its annual Historic Preservation Fund grant applications, end-of-year reports, and project notifications. The records are referenced by staff as needed. | Paper | 1/5/2018 | Years | 4 | | No Retention | 0 | Destroy | Current |
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| Schedule #: | 2115 | 16:Non-Development Grant Files | | | | | | | |

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| <p>These records pertain to grants made for various program activities including survey and inventory, and public education. They are used to tack the progress of grant funded projects and to document expenses and payments. A typical file includes the grant application, award letter, contract, correspondence, interim project reports, and expense documentation.</p> <p>Original records are maintained for four years or until the grant period has been audited.</p> <p>These files do not contain the project products, which are filed under the related program area records (such as National Register).</p> <p>(Mixed media includes paper, still photos and digital files.)</p> | Mixed | 1/2/2018 Years | 4 | No Retention | 0 Destroy | Current |

Schedule #: 2116 17:Agency History

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| <p>These records contain information relating to the establishment of the agency and its placement in State government over time. The records may be used for research purposes by staff and the public. The records include correspondence, notes, legislative bills, study reports, and newspaper articles.</p> <p>(Mixed media includes paper and digital files.)</p> | Mixed | 1/2/2018 Years | 1 | No Retention | 0 Archives | Current |
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348#:Human Rights Commission**Schedule #:** 301 1#:Case Files

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| <p>Agency case files contain all correspondence, forms, notes,investigators reports and other information pertinent to each, individually numbered case.</p> <p>Mixed media includes paper, digital records and physical media.</p> | Mixed | 7/9/2019 Months | 3 | Years | 12 Destroy | Current |
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Schedule #: 301 2#:Commission Meeting Minutes

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| <p>Monthly public meeting minutes, cases voted on, dispositions of cases, conciliation agreements, administrative business, record of all policy decisions.</p> | Paper | 7/18/1980 Years | 3 | No Retention | 0 Archives | Current |
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Schedule #: 301 3#:Correspondence

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| Letters, form letters, telegrams, memorandums, endorsements, summary sheets, post-cards, and other written communications. | Paper | 7/18/1980 | Years 3 | No Retention 0 | Destroy | Current |
| Schedule #: 301 4#:Card File | | | | | | |
| All open and closed cases have complainant and identification cards. Retain in agency permanently. | Paper | 7/18/1980 | Permanent or Indefinite | 0 | No Retention | See Description Current |
| Schedule #: 609 5#:Litigation Files | | | | | | |
| All documents relating to cases litigated in Superior Court and the Supreme Judicial Court. Correspondence; settlement negotiations; briefs; discovery; affidavits; etc. Retention counted from closure. | Paper | 3/9/1987 | Years 5 | Years 5 | Archives | Current |
| Schedule #: 609 6#:Investigators Reports | | | | | | |
| Typed Investigator's Reports containing facts and documentation of charges of discrimination investigated by the Maine Human Rights Commission. | Paper | 3/9/1987 | Years 20 | No Retention 0 | Archives | Current |
| 178#:Kim Wallace Adaptive Equipment Loan Program Board | | | | | | |
| Schedule #: 2140 1:AELP Loan Program Records | | | | | | |
| AELP approves loans to individual borrowers for adaptive equipment. The records of this process are CONFIDENTIAL. They include the loan application, all documents (financial, personal, and otherwise) supporting the loan application, the decision of the Board or its Financial Support Service Provider, the AELP Financial Support Service Provider's correspondence with the borrower, payments, adjustments to payment schedule or loan terms, delinquency disposition, and final payoff documents. AELP's Financial Support Service Provider retains these records while the matter is active. | Paper | 8/14/2019 | No Retention 0 | Years 7 | Destroy | Current |
| Schedule #: 2140 2:AELP Promissory Notes | | | | | | |

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| AELP approves loans to individual borrowers for adaptive equipment. The records of this process are CONFIDENTIAL. The promissory notes are the borrowers' and AELP's signed legal instrument for a loan to be made, its specific terms, and a promise for it to be paid back. AELP's Financial Support Service Provider retains the promissory note while the loan is open. Once the file is considered closed, records are sent to the State Records Center. | Paper | 8/14/2019 | No Retention | 0 | Years 7 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 2140 3:AELP Lien Documents | | | | | | |
| AELP approves loans to individual borrowers for adaptive equipment. The records of this process are CONFIDENTIAL. During the course of a loan, AELP requires collateral, and liens may be placed on items of value to protect AELP's interest in case of default. AELP's Financial Support Service Provider holds the lien documents until the loan is paid off. When a loan is paid off, AELP releases the lien. Once the file is considered closed, records are sent to the State Records Center. | Paper | 8/14/2019 | No Retention | 0 | Years 7 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 2140 4:AELP Title Documents | | | | | | |
| AELP approves loans to individual borrowers for adaptive equipment. The records of this process are CONFIDENTIAL. During the course of a loan, AELP requires collateral and may retain the title for items of value to protect AELP's interest in case of default. AELP's Financial Service Provider holds the title documents until the loan is paid off. When a loan is paid off, AELP returns the title and records that it did so. Once the file is considered closed, records are sent to the State Records Center. | Paper | 8/14/2019 | No Retention | 0 | Years 7 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 2140 5:Board Agendas and Minutes | | | | | | |
| The Agendas and Minutes of the Board meetings constitute the official record of what occurred and are retained for archival purposes. The Agendas and Minutes are public documents and NOT CONFIDENTIAL. When the Agendas and Minutes fill a box, they will go to Archives. | Paper | 8/14/2019 | Contingent Upon Event - See Description | 0 | No Retention 0 | Archives Current |
| <hr/> | | | | | | |
| 88#:Maine Arts Commission | | | | | | |
| Schedule #: 801 1#:Grant applications (Maine Arts Commission) | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
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| Grants are to stimulate public interest in arts in the State of Maine. Files include: grant applications; grant reports, letters of agreement, grant notification letters and related correspondence. | Digital File | 10/8/2015 | Years 6 | No Retention | 0 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 801 2#:Percent for Art Project Files | | | | | | |
| Files include: Worksheets; project history; minutes; press releases; meeting reminders; notification letters; artist contract(s); budget information; artists correspondence; siter correspondence; artists proposals; news clippings | Paper | 10/2/1989 | Years 7 | Years | 5 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 801 3#:Correspondence (Maine Arts Commission) | | | | | | |
| Letters received and sent regarding the Commission's general daily operations | Paper | 10/2/1989 | Years 3 | No Retention | 0 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 801 4#:Artists Registry | | | | | | |
| A listing of all artists in Maine who wish to be considered for a Percent for the Maine Arts Commission commission. If they are not used in five years they become inactive unless they wish to continue. | Paper | 10/2/1989 | Contingent Upon Event - See Description | 0 | Years 3 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 1254 5#:Minutes of Meetings | | | | | | |
| Minutes of the Maine Arts Commissions | Paper | 3/13/1998 | Years 0 | Years | 0 | Archives Current |
| <hr/> | | | | | | |
| 75#:Maine State Library | | | | | | |
| <hr/> | | | | | | |
| Schedule #: 60 17:Federal Projects - Other | | | | | | |
| All cash receipts, expenditures, reports and plans required for any non-Library Services and Technology Act (LSTA) federal grant received by MSL. This can include, but is not limited to, grants from federal agencies such as NASA, National Institutes of Health, Library of Congress, or the Institute of Museum and Library Services. | Mixed | 10/29/2020 | Years 10 | No Retention | 0 | Destroy Current |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
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| Schedule #: 60 7#:Federal Projects - LSTA All cash receipts, expenditures, reports and plans pertaining to the Institute of Museum and Library Science (IMLS) funding program Library Services and Technology Act (LSTA) Grants to States Program. This program is a five-year funding cycle starting with the submission and approval of the Five-Year Plan. Five consecutive annual grants are awarded which require annual reports. The grant cycle ends with a Five-Year Evaluation. | Mixed | 10/29/2020 | Years 10 | No Retention 0 | Destroy | Current |
| Schedule #: 693 9#:Talking Book Program Patron Profiles: Applications, check-out sheet, reader preference , and related correspondence. Keep in agency until patron dies plus 2 years. | Paper | 8/17/1988 | Contingent Upon Event - See Description | No Retention 0 | Destroy | Current |
| Schedule #: 2189 12:Public Library Annual Reports The Institute for Museum and Library Services (IMLS) requires the annual submission of public library statistics from each state. These statistics are used by IMLS, the state library and public libraries for statistical analysis of the health of public libraries. | Digital File | 8/4/2020 | Years 5 | No Retention 0 | Destroy | Current |
| Schedule #: 2190 13:MSL Patron Card Applications When a patron applies for a library card, we collect information including name, mailing address, phone number and email address. We create a patron record in the online catalog with this information so that materials can be circulated to the patron. The original applications are kept as verification of the information and the expiration date of the card compared to the last use of the card. If a patron card has not been used in 4 years, the application is destroyed. Standard library practice dictates that patron files should be purged every 3-5 years. | Paper | 8/4/2020 | Variable - See Description | No Retention 0 | Destroy | Current |
| Schedule #: 2191 14:Talking Books Program Equipment | | | | | | |

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| The Maine State Library Talking Books Program receives audio equipment from the National Library Service for distribution to qualifying patrons. These records consist of equipment serial number, patron name and address. The records close when patron is suspended or leaves the program. | Mixed | 8/4/2020 | Years 2 | No Retention 0 | Destroy | Current |
| <hr/> | | | | | | |
| Schedule #: 2192 15:Copyrights, Permissions and Gifts | | | | | | |
| In our work preserving Maine's history, the State Library is frequently gifted collections of books or papers which we make available either by adding them to our existing physical collection or by digitization. Each of these gifts comes with permissions detailing our rights and responsibilities regarding usage of the collection. These permissions are critical documentation proving the State Library's rights to these collections. | Paper | 8/4/2020 | Permanent or Indefinite | 0 | No Retention 0 | See Description Current |
| These documents will remain permanently with the Maine State Library. | | | | | | |
| <hr/> | | | | | | |
| Schedule #: 2195 16:Talking Books Program Master Recordings | | | | | | |
| As part of our work with the National Library Service (NLS), the Maine State Library records books about Maine. These recordings become part of the NLS national catalog database and are available to patrons nationwide. | Digital File | 8/17/2020 | Permanent or Indefinite | 0 | No Retention 0 | See Description Current |
| <hr/> | | | | | | |
| 73#:Maine State Museum | | | | | | |
| Schedule #: 640 1#:Data on Archaeological Sites | | | | | | |
| Data on archaeological sites includes: wall profiles; field notes; floor plans; photographs; negatives; excavation maps; reports; and related correspondence. Retain in agency until no longer referenced. Note: Review every 5 years. | Paper | 10/2/1987 | Retain Until Inactive | 0 | No Retention 0 | Archives Current |
| <hr/> | | | | | | |
| Schedule #: 640 2#:Museum Directors Inquiry Correspondence | | | | | | |
| Inquiry and response correspondence may include: job inquiries; school project inquiries; Museum policy inquiries; donation correspondence; interdepartmental correspondence. | Paper | 10/2/1987 | Years | 1 | No Retention 0 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 923 3#:Maine State Museum Commission Minutes | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
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| The minutes of the meetings. | Paper | 4/30/1991 | Years 15 | No Retention | 0 | Archives Current |
| <hr/> | | | | | | |
| Schedule #: 1007 7#:Exhibit Preparation Files | | | | | | |
| Record of preparation for each museum exhibit, including: list of elements included in exhibit; type styles/fonts used to prepare labels; background information and resource materials used to prepare exhibit labels; any related correspondence. Keep in agency until exhibit dismantled. | Paper | 10/16/1992 | Contingent Upon Event - See Description | 0 | No Retention | 0 Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 1086 4#:Site Records | | | | | | |
| These files are graphic representations of vertical and horizontal site features and show where an artifact was found. Records include site, date, excavator, location within site, and drawings of site. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy. | Paper | 2/12/1994 | Contingent Upon Event - See Description | 0 | No Retention | 0 Archives Current |
| <hr/> | | | | | | |
| These files are graphic representations of vertical and horizontal site features and show where an artifact was found. Records include site, date, excavator, location within site, and drawings of site. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy. | Roll Microfilm | 2/12/1994 | Years | 0 | No Retention | 0 Archives Current |
| <hr/> | | | | | | |
| Schedule #: 1086 5#:Artifact Catalogues | | | | | | |
| These files give basic information on artifacts found at a site. Includes two dimensional drawing of where artifact was found, year, artifact number,size, excavator, date, and provenance. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy. | Roll Microfilm | 2/12/1994 | Years | 0 | No Retention | 0 Archives Current |
| <hr/> | | | | | | |
| These files give basic information on artifacts found at a site. Includes two-dimensional drawing of where artifact was found, year, artifact number,size, excavator, date, and provenance. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy. | Paper | 2/12/1994 | Contingent Upon Event - See Description | 0 | No Retention | 0 Archives Current |
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| Schedule #: 1207 6#:Glass Research Records | | | | | | |

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| Receipt for glassware at Museum, which provides proof of ownership, authenticity, cost, etc. Research material on that piece. Keep in Museum until Museum closes. | Paper | 8/1/1996 | Contingent Upon Event - See Description | 0 | No Retention | Archives | Current | |
| <hr/> | | | | | | | | |
| Schedule #: | 1581 | 10#:CRIC Request for Information & Related Notes | | | | | | |
| The New Century Community Program funds the Cultural Resources Information Center (CRIC) and the Historical Collections Grant Program (formally known as the New Century Community Grant Program). The CRIC office is located at the Maine State Archives and provides technical assistance on a wide variety of topics to museums, historical societies, archives, other cultural institutions and individuals. The records of the CRIC office are used by staff for tracking and statistical purposes and just include notes with the name of the person requesting information, the type of information requested and the details of how the request was fulfilled. The staff uses the resource files when fulfilling requests to the public. | Paper | 4/15/2003 | Years | 5 | No Retention | 0 | Destroy | Current |
| <hr/> | | | | | | | | |
| Schedule #: | 1581 | 11#:CRIC New Century Community Grant Program Applications & Final Reports | | | | | | |
| The Cultural Resources Information Center (CRIC) provides grants and technical assistance to institutions for the preservation of, and access to, historical materials including museum objects and historical records. The New Century Community Grant Program (now known as the Historical Collections Grant Program) is a project of the Maine State Museum and the Maine State Archives and managed by the CRIC office. The grant files include completed grant applications, correspondence, grant reviewer notes, grant agreement forms and final reports. Staff uses these files during the duration of the grant period as staff monitors the grant project and occasionally refers to them after that time. | Paper | 4/15/2003 | Years | 5 | No Retention | 0 | Destroy | Current |
| <hr/> | | | | | | | | |
| Schedule #: | 1581 | 8#:Correspondence re Institutional History, Sample Grant Apps and Representative Consultant Rpts (CRIC) | | | | | | |

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| The Cultural Resources Information Center (CRIC) provides grants and technical assistance to institutions for the preservation of, and access to, historical materials, including museum objects and historical records. These records include memoranda and letters of agreement describing the structure and policies of CRIC; sample grant applications; selected sample grant application files for museum, archival, and combination museum-archival projects; sample grant application files for consultant grants. If not contained in the sample files, representative consultant reports assessing collections and recommending action. These records document the activities of the Cultural Resources Information Center, as an example of the State's effort to protect Maine's historical materials. They also document the preservation techniques and standards of importance considered appropriate for preserving these materials. | Paper | 4/15/2003 Years | 5 | No Retention | 0 Archives | Current |
| Schedule #: 1581 9#:NUCMC and Other Collection Descriptions for Historical Materials Repositories | | | | | | |
| The Cultural Resources Information Center provides technical assistance and grants to institutions for the preservation of, and access to, historical materials, including museum objects and historical records. These records include grant applications, used to assess the significance of the historical material, the need for financial support, and the technical capacity to provide proper action to preserve and/or provide access to the material. They also include general descriptions of the applicants' collections, and specific information about the collection that is the object of the grant application - the so-called NUCMC collection description. They represent the only centralized information about the organizational status of, and collections held by, a broad spectrum of such institutions in Maine. This information will be useful in the future for understanding the status and functions of such institutions and for identifying the location of types of collections. | Paper | 4/15/2003 Years | 5 | No Retention | 0 Archives | Current |
| 411#:Maine State Retirement System | | | | | | |
| Schedule #: 197 3#:Payroll Vouchers | | | | | | |
| This series is made up of monthly lists of employees of school departments, S.A.D.'s and participating local districts with their gross salaries and retirement and insurance deductions. | Roll Microfilm | 5/26/1986 Years | 50 | No Retention | 0 Destroy | Current |
| This series is made up of monthly lists of employees of school departments, S.A.D.'s and participating local districts with their gross salaries and retirement and insurance deductions. Microfilm before hard copy is destroyed. | Paper | 5/26/1986 Years | 2 | No Retention | 0 Destroy | Current |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|-------------------------------------------------|----------------------|-------------|---------|
| Schedule #: 198 4#:Inactive State, Teacher and Participating District Folders | | | | | | |
| File folders containing documents relating to former members of the Maine State Retirement System who have terminated their employment and received refunds of contributions. Retention counted from year of refund. | Roll Microfilm | 7/22/1976 | Years 52 | No Retention | 0 Destroy | Current |
| File folders containing documents relating to former members of the Maine State Retirement System who have terminated their employment and received refunds of contributions. After 5 years, microfilm and destroy hard copy. | Paper | 7/22/1976 | Years 5 | No Retention | 0 Destroy | Current |
| Schedule #: 198 5#:Inactive Maine Teachers Retirement Association Folders | | | | | | |
| File folders containing documents relating to former members of the Maine Teacher Retirement Association who terminated their employment and received refunds of their contributions. Microfilm and destroy hard copy. Destroy Microfilm in 1999. | Paper | 7/22/1976 | Contingent Upon Event - See Description | 0 No Retention | 0 Destroy | Current |
| File folders containing documents relating to former members of the Maine Teacher Retirement Association who terminated their employment and received refunds of their contributions. Microfilm and destroy hard copy. Destroy Microfilm in 1999. | Roll Microfilm | 7/22/1976 | Retention of Less than 1 Year - See Description | 0 No Retention | 0 Destroy | Current |
| Schedule #: 202 6#:State, Teacher and Participating Local District Files | | | | | | |
| Documents relating to active, retired, and deceased members of the Maine State Retirement System. Destroy after microfiching. | Paper | 8/25/1987 | Destroy After Conversion to Another Medium | 0 No Retention | 0 Destroy | Current |
| Schedule #: 202 6A:State, Teacher and Participating Local District Files | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
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| These are the fiche version of the documents included in Series 6(a)P and Series 6(b)P. This amendment is required so that the fiche may be retained for staff use for the entire lifetime of the employee (who may begin work in adolescence), and for a sufficient period after the employee/retiree's death so that his/her heirs will have resolved any problems that might require reference to these files. The active files, described as Series 6(b)P, are shifted when the employee retires to the Retired files--Series 69b)P. The retention period requested covers the entire life of the record. 6(a)MF covers the original fiche. 6(b)MF covers the backup copies. | Microfiche | 8/25/1987 | Years 75 | No Retention | 0 Destroy | Current |
| Schedule #: 202 6B:State, Teacher and Participating Local District Files (Back-up copy) | | | | | | |
| These are the fiche version of the documents included in Series 6(a)P and Series 6(b)P. This amendment is required so that the fiche may be retained for staff use for the entire lifetime of the employee (who may begin work in adolescence), and for a sufficient period after the employee/retiree's death so that his/her heirs will have resolved any problems that might require reference to these files. The active files, described as Series 6(b)P, are shifted when the employee retires to the Retired files--Series 69b)P. The retention period requested covers the entire life of the record. Keep back-up in Records Center until a new set has been completed to replace existing set. | Microfiche | 3/21/1991 | Years 0 | Contingent Upon Event - See Description | 0 Destroy | Current |
| Schedule #: 293 7#:Social Security | | | | | | |
| File folders containing records relating to the administration of the Social Security Program for those political subdivisions in the State of Maine which elect to provide Social Security benefits for their employees. | Paper | 12/5/1978 | Years 9 | No Retention | 0 Destroy | Current |
| Schedule #: 716 8#:Member Contribution Ledger Cards | | | | | | |
| Earnings, contributions, interest accrued, totals. | Microfiche | 1/13/1989 | Years 75 | No Retention | 0 Destroy | Current |
| Earnings, contributions, interest accrued, totals. Retain 3 months in agency; in Records Center until automated membership is completed. | Paper | 1/13/1989 | Retention of Less than 1 Year - See Description | 0 Contingent Upon Event - See Description | 0 Destroy | Current |
| Schedule #: 716 9#:MSA Payroll Edits Listing | | | | | | |

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| Retirement System edit listing. Retain 3 months in agency. | Paper | 1/13/1989 | Retention of Less than 1 Year - See Description | 0 | Years 2 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 931 10A:Computer System Tapes | | | | | | |
| Active and retirement of all State employees. Records include: Dates and times worked; contributions; life insurance information; beneficiary information. | Magnetic Tape | 5/7/1991 | Destroy When Updated | 0 | No Retention | 0 Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 931 10B:Computer System Tapes (back-up tapes) | | | | | | |
| Active and retirement of all State employees. Records include: Dates and times worked; contributions; life insurance information; beneficiary information. KEEP IN RECORDS CENTER UNTIL ROTATED ON A WEEKLY BASIS. | Magnetic Tape | 5/7/1991 | Years | 0 | Contingent Upon Event - See Description | 0 Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 982 11#:General Ledger Cards (Retirement) | | | | | | |
| Accounting of monies from agencies in payment for their portion of members retirement funds, the employee portion, and insurance payments. Keep in agency one year then microfilm. | Paper | 4/2/1992 | Years | 1 | Years 2 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 982 11A:General Ledger Cards (Microfilm) | | | | | | |
| Accounting of monies from agencies in payment for their portion of members retirement funds, the employee portion, and insurance payments. | Roll Microfilm | 4/2/1992 | Years | 60 | No Retention | 0 Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 982 11B:General Ledger Cards (Microfilm Backup) | | | | | | |
| Accounting of monies from agencies in payment for their portion of members retirement funds, the employee portion, and insurance payments. | Roll Microfilm | 4/2/1992 | Years | 0 | Years 60 | Destroy Current |
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| Schedule #: 1047 12#:Disability Documents | | | | | | |

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| Individual member records for those members of the MSRA collecting a disability retirement benefit. These records include in some cases Application for Disability; Disability Questionnaires sent to members, supervisors and physicians; Statements and Recommendations of the Medical Board; reports taken from members taken from the members by the MSRA Disability Staff; Reports from employers with job descriptions, wage and work histories. Also included are all calculatioon papers and forms needed to calculate a retirement benefit including in some cases ledger cards, adding machine tapes and reports anmd verification from payroll clerks. Also included are reports and correspondence from hospitals and physicians and correspondence between physicians as needed in each specific case. | Microfiche | 6/30/1993 | Years 75 | No Retention | 0 Destroy | Current |
| Individual member records for those members of the MSRA collecting a disability retirement benefit. These records include in some cases Application for Disability; Disability Questionnaires sent to members, supervisors and physicians; Statements and Recommendations of the Medical Board; reports taken from members taken from the members by the MSRA Disability Staff; Reports from employers with job descriptions, wage and work histories. Also included are all calculatioon papers and forms needed to calculate a retirement benefit including in some cases ledger cards, adding machine tapes and reports anmd verification from payroll clerks. Also included are reports and correspondence from hospitals and physicians and correspondence between physicians as needed in each specific case. Keep paper in agency until microfiched and verified. | Paper | 6/30/1993 | Contingent Upon Event - See Description | 0 Years | 7 Destroy | Current |
| Schedule #: 1091 13#:Shutdown/Furlough Extract Tapes | | | | | | |
| Furlough/Shutdown records used in conversion process. These are IBM tapes created during the furlough/shutdown. Retirement is converting from IBM to an 12 HP 3000 application. Retirement would like to store these tapes until the conversion is complete. These tapes show how shutdown and furlough days affect retirement incomes of the Maine State Employees. Keep in Records Center until the conversion is complete. | Magnetic Tape | 3/18/1994 | Years 0 | Contingent Upon Event - See Description | 0 Destroy | Current |
| Schedule #: 1092 14#:MSRS Mag-Tapes 1991-1993 - Backup Copies of Purged Payroll Information | | | | | | |
| This information was on mag-tapes in MSRS during the period 1991 - 1993. It covers benefits payroll, PC-017, payroll reporting of contributions according to the rules of State and teacher employees, and actuarial extracts which relates with MSRS funds allocation. This information was copied to backup tapes before being purged from the MSRS computer system. PC-017 is translation software. Keep in Agency 1 week. | Magnetic Tape | 3/29/1994 | Retention of Less than 1 Year - See Description | 0 Years | 7 Destroy | Current |

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| Schedule #: 1095 15#:MSRS Quarterly Backup of HP3000 System | | | | | | |
| Quarterly Backup of Whole HP3000 model 947 system done on site. This is the operating system which contains all MSRS information assets including employees benefits, member records etc. Keep in agency one week. | Magnetic Tape | 4/7/1994 | Retention of Less than 1 Year - See Description | 0 Years | 2 Destroy | Current |
| Schedule #: 1095 16#:MSRS Dat-Tapes Special Backups | | | | | | |
| All special Backups created on DAT-Tapes by MSRS. It covers: P-017, old releases of payroll reporting and membership applications provided by Retirement concept Group and any special backups done before major Retirement application upgrades. All Retirement applications reside on these tapes; Conversion data, bookkeeping data, etc. reside on these tapes; convesion data, the software vendoris called the Retirement Concept Group. The P-017 is the personal computer used to access this data. Keep in agency 1 week. | Paper | 4/7/1994 | Retention of Less than 1 Year - See Description | 0 Years | 7 Destroy | Current |
| Schedule #: 1095 17#:MSRS Dat-Tapes Benefits Payroll Backups | | | | | | |
| Tapes Benefits Payroll backups which backs up monthly retirees' benefits payroll processing. Keep in agency one week. | Paper | 4/7/1994 | Retention of Less than 1 Year - See Description | 0 Years | 7 Destroy | Current |
| 391#:State Board of Property Tax Review | | | | | | |
| Schedule #: 1423 1:Property Tax Abatement Decisions | | | | | | |

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| Legal decisions on tax abatements between Towns, Businesses and Individuals. The Board adjudicates cases in which taxpayers challenge the assessment of their real estate and personal property. The records we keep are the papers generated by the Board in scheduling and holding these cases and by the parties as trial exhibits introduced during the hearings. We also make and keep computer generated discs of testimony, arguments, and other parts of proceedings before the Board. The Board often issues prehearing orders that address points of law raised by the parties. The Board issues written opinions in all cases tried before the Board, setting forth the reasons for the Board's decisions. If there is an appeal of a case, the papers and discs form the record for the court of what happened before and during the hearings. The Board also maintains written digests of Board and State Supreme Judicial Court decisions (opinions) as research tools. The digests of decisions are available to anyone who needs to do pertinent legal research. Records will be kept permanently in the agency. | Paper | 2/23/2018 | Permanent or Indefinite | 0 | No Retention | See Description | Current |

Schedule #: 1423 2:Case Files

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| The files are kept while cases are pending and/or appealed to court. Correspondence between the Board and the parties, scheduling orders, prehearing and post hearing briefs of the parties, orders from the Board, copies of exhibits offered (whether or not admitted) as evidence at hearings, Board opinions, and a list of exhibits for a court on appeal. The records are used by the Board's Secretary in scheduling cases for hearings, by the parties in formulating their legal positions before the Board and on appeals to court, by the Board in issuing orders and opinions, and occasionally by the public (such as the press) in reporting on Board cases. The papers and discs are used by the Board Secretary to compile the record of cases for appeals. | Paper | 2/23/2018 | Years | 1 | No Retention | 0 | Destroy | Current |
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Schedule #: 1423 3:Hearing Recordings

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| These recordings are kept as part of the case file for use in writing the Board decision and a copy is provided to the court when a case appeals. They are also copied and sent to the parties upon their request. | Digital File | 2/23/2018 | Years | 1 | No Retention | 0 | Destroy | Current |
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Schedule #: 1423 4:Yearly Calendar

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| The Calendar is kept and maintained by the Board's Secretary chronicling the scheduling of hearings, reservation of rooms, the Board members schedule, and meetings relating to the appeal. | Paper | 2/23/2018 | Years 3 | No Retention0 | Destroy | Current |
